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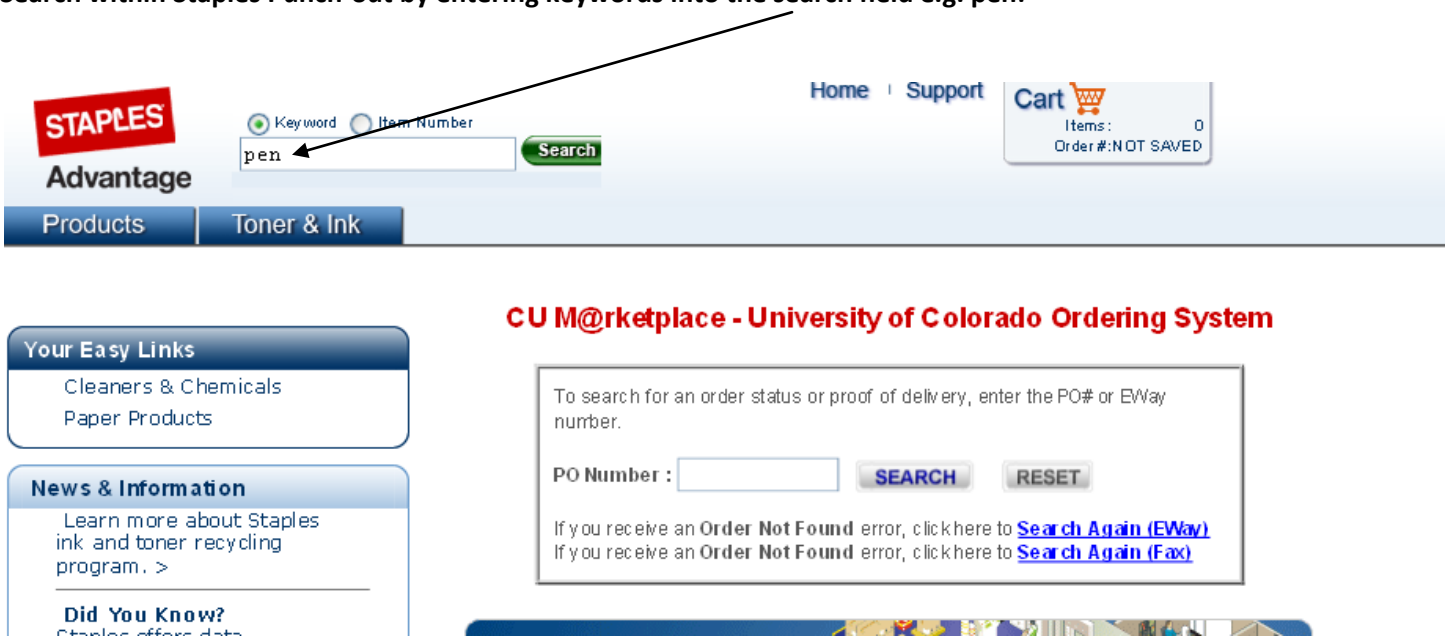
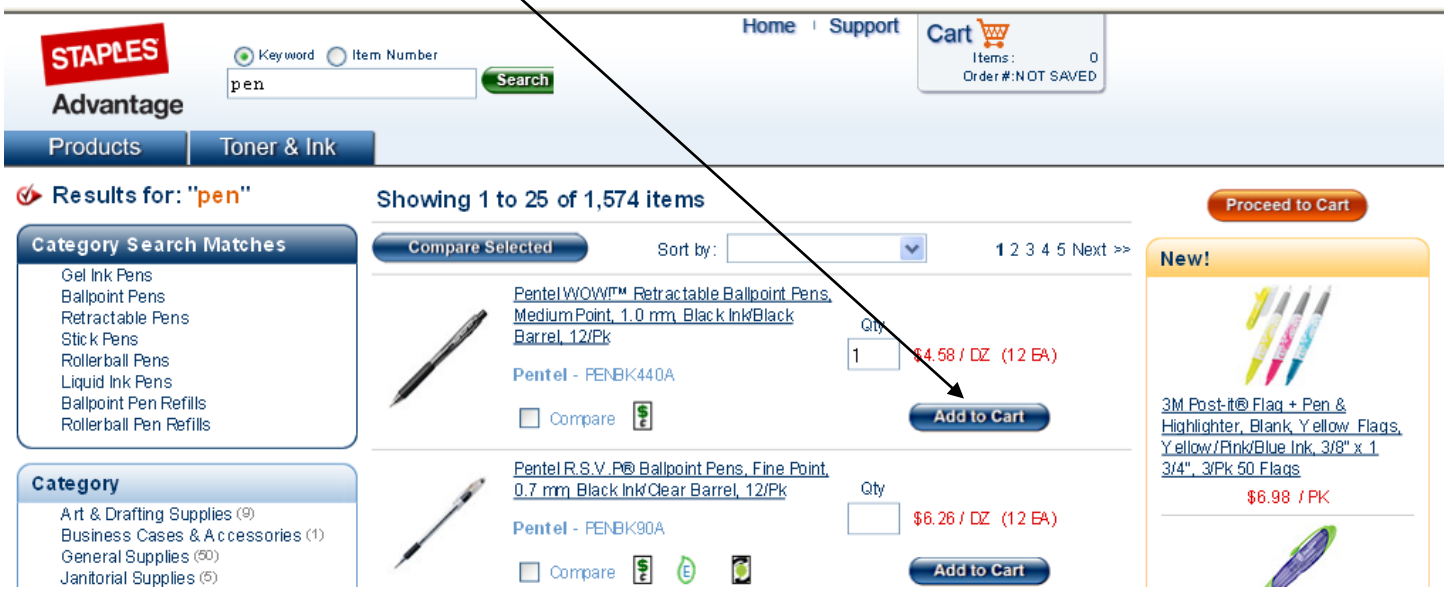
Staples Punch-out User Guide

Search within Staples Punch-out by entering keywords into the search field e.g. pen:



Select an item by clicking Add to Cart **in below screen shot**



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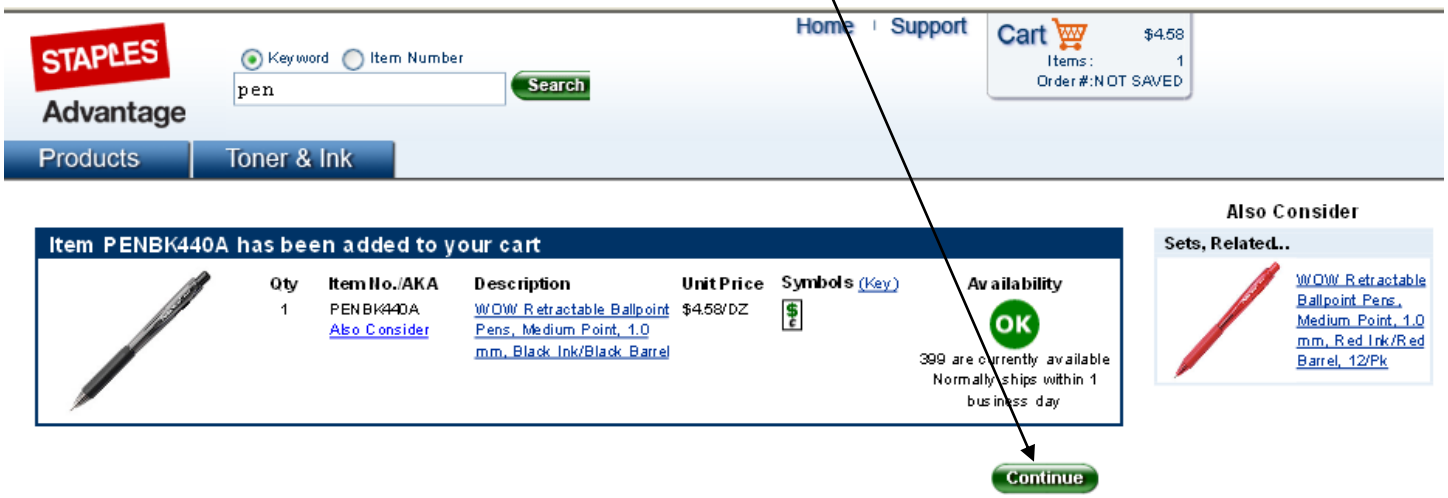
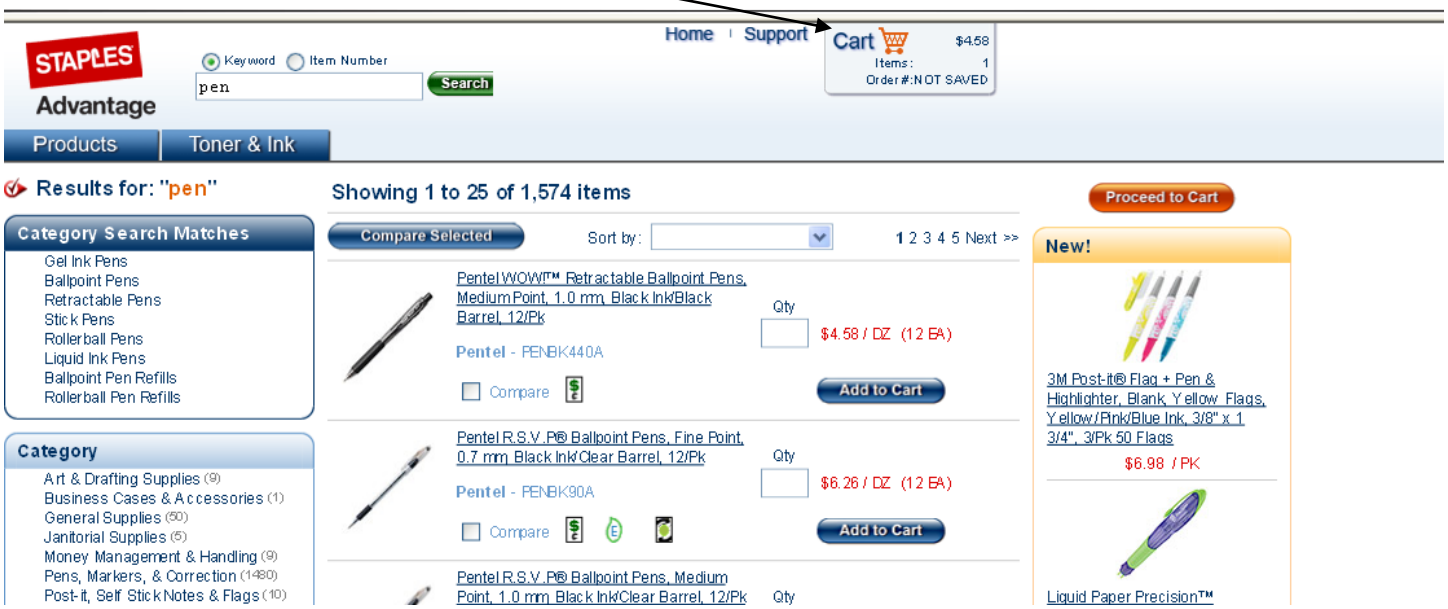
The item will be added to your Staples cart when you click Continue



Click the cart icon to retrieve your cart



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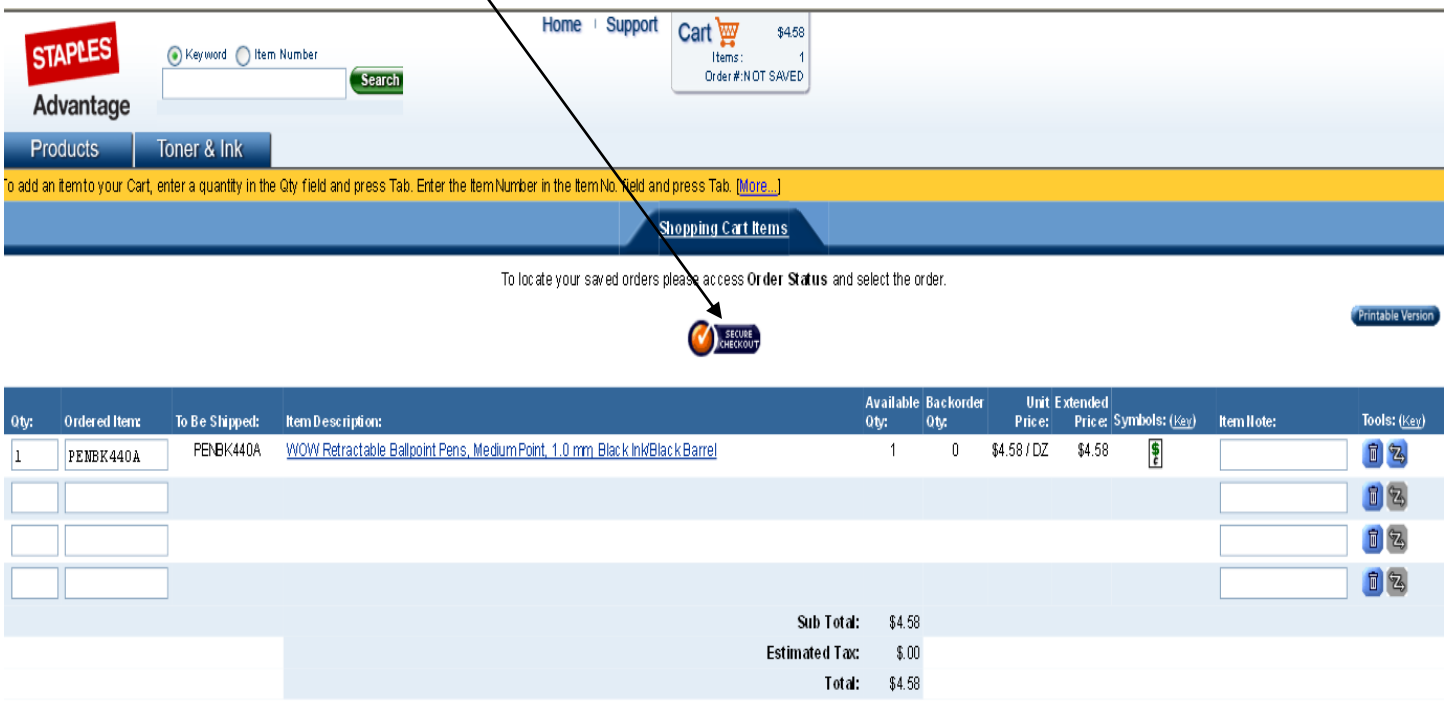
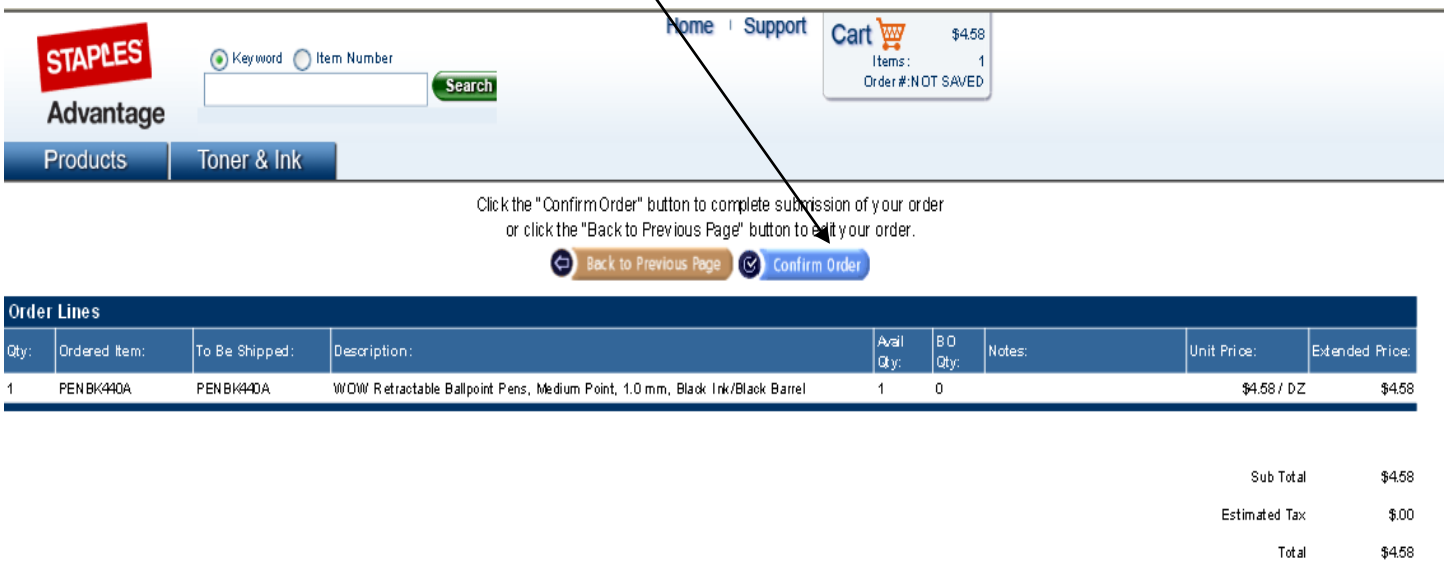
Review cart contents and click SECURE CHECKOUT



After reviewing cart contents click Confirm Order **and you will be transferred back to CU Marketplace!**



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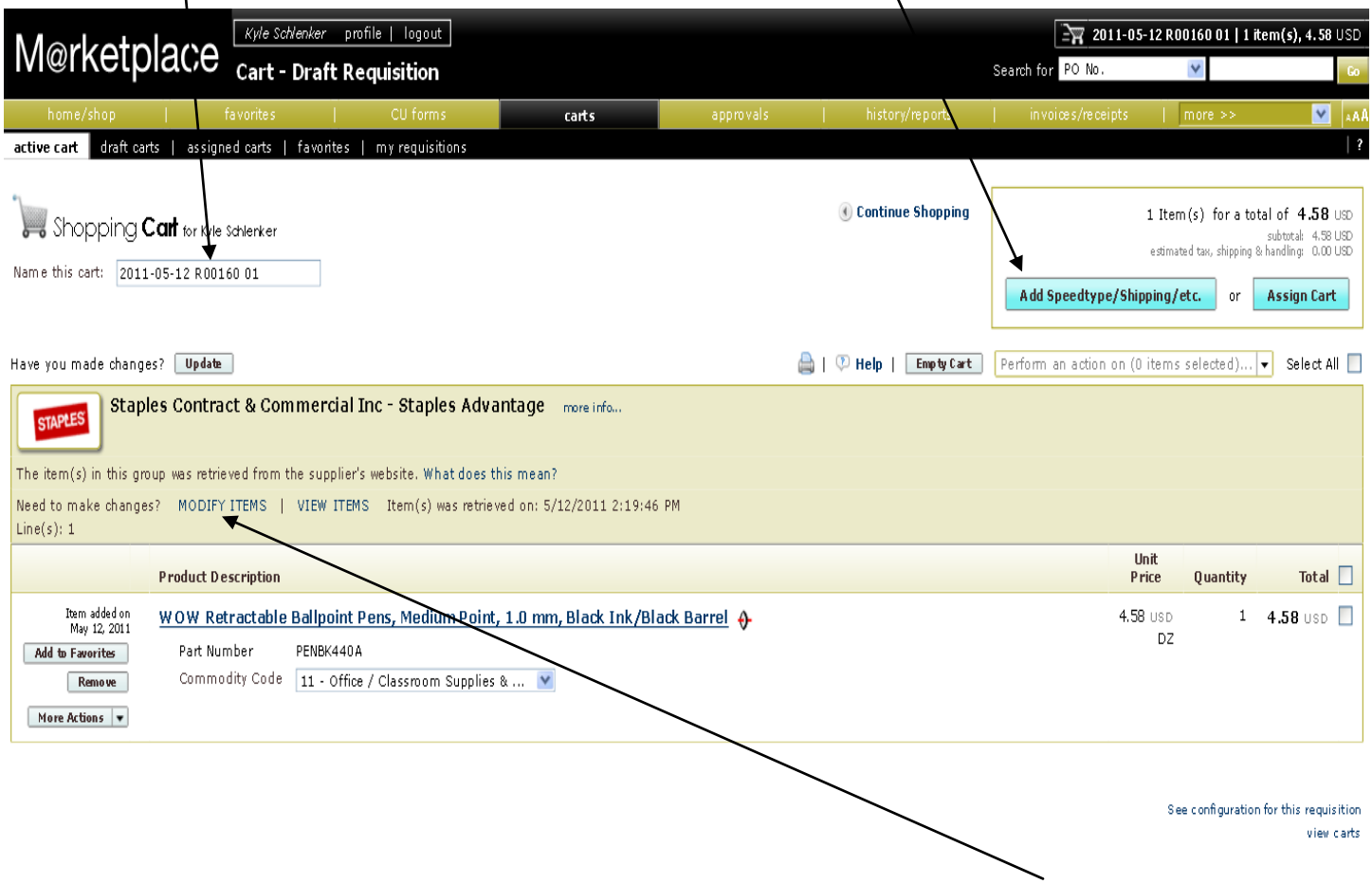
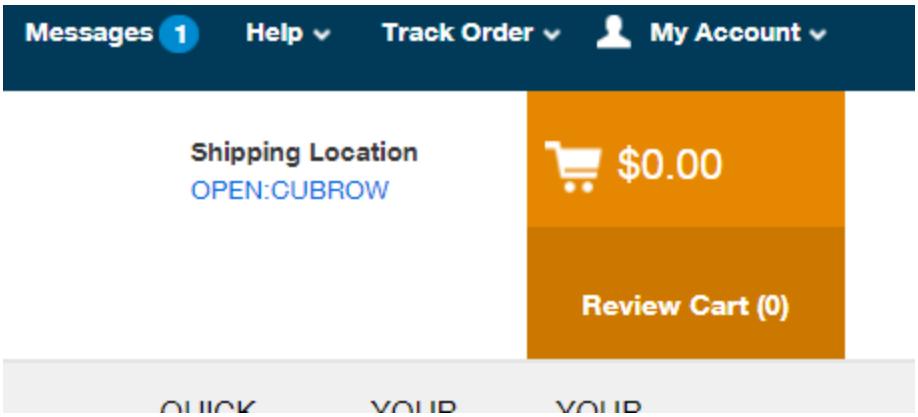
Success! Now your Staples cart is back in CU Marketplace and you can submit your cart or assign it accordingly!

Don't forget to "name your cart"!

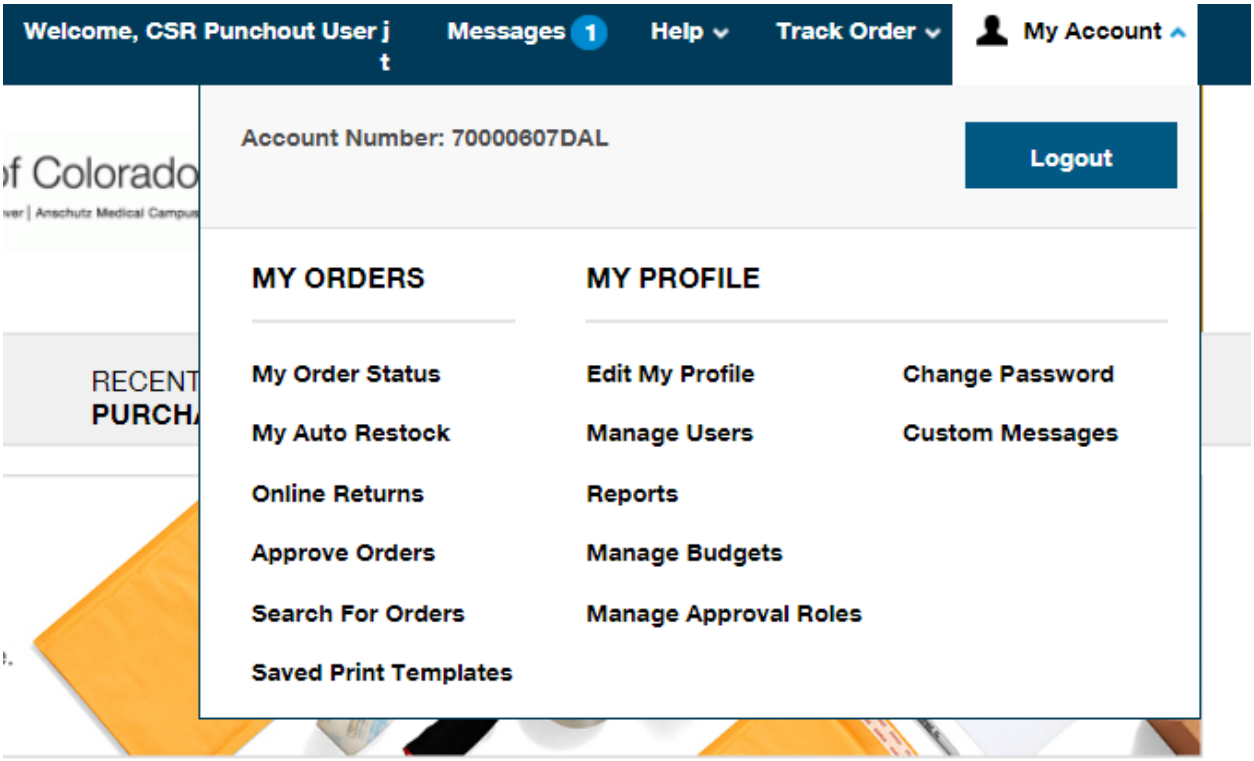


To modify item quantities or add additional products to this order click the MODIFY ITEMS **link. You will be transmitted back to the Punch-out where you can add or delete items and then go through the same check-out process outlined in this user-guide.**

From the landing page on the punchout select the My Account tab in upper right corner.



Select it.



From this pop up select the My Orders

My Order Status

Click here to see order status definitions

Items 1 - 17 of 17
<< | 1 | >>

Order Number	PO Number	Order Status	Order Date	Order Method	Order Total	Quantity Ordered	Return Items
7209999256	10274475	Shipped Track Order	12/17/2018	Online	$81.75	3	Return Items
7209934468		Shipped Track Order	12/14/2018	Online	$65.80	20	Return Items
7209452060	10257886	Shipped Track Order	12/06/2018	Online	$152.60	4	Return Items

Select the blue Return Box

ACCOUNT NUMBER: 70106319DAL

First name:	Last name:	Phone Number:	Comments:
Jeff	Twist	999 999 9999	

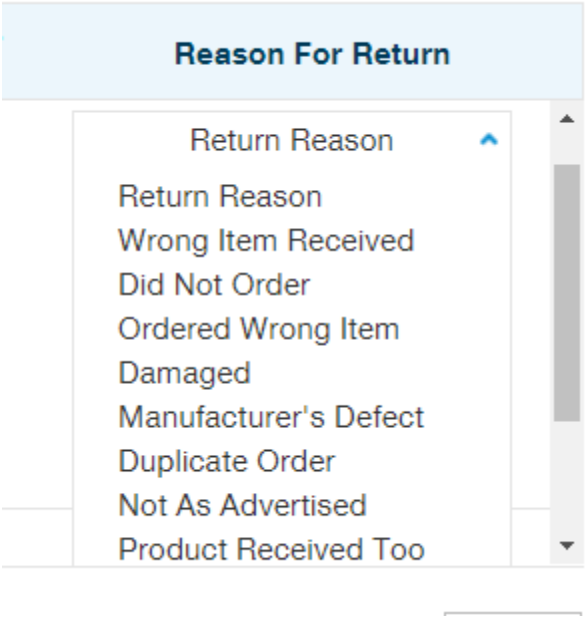
1. Enter the quantity to be returned.
2. Select a **Reason For Return** from the drop down.
3. Enter the Number of return boxes Staples will pick up.
4. Click **Submit Return.**

Submit Return

Items In Your Order

Item Description	Price Each	Available to return	Quantity To Return	Reason For Return
Staples® Twin-Pocket Portfolios with Fasteners, Green, 10/Pk **Item Number:**435784 **MFR Number:** 13388US **Customer ID:**435784 NON FORMULARY	$ 3.29	20	0	Return Reason

From this above shot select the Reason For Return



After the reason is chosen. Select the quantity that you would like to return and the number of boxes for you return. Once this is completed, submit and this will notify customer care to process the return. Customer care will send a confirmation email to the user with status of the return.